

R.A Covid-19 Re-opening of Facilities (Gov.Step 4)

Issue 20

Facility: InspireAll	Date: 19.7.21	Review Date: On going
Risk Assessment: COVID-19 Re-opening of Facilities (Gov.Step 4)		

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 <small>List risks which are not adequately controlled on the risk reduction plan</small>
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Hazard: Potential reignite of Infection to (Customers & Staff)

<p>Risk:</p> <ul style="list-style-type: none"> Lack of Cleaning schedules Lack of hand sanitation stations Perspex screens 	<p>Customers Staff Contractors & Visitors</p>	<p>As per the Government update on 19th July 2021 the government’s Coronavirus road map to step 4 has been released. InspireAll will still have a legal duty to manage risks to those affected by their business. The way to do this is to carry out a health and safety risk assessment, including the risk of COVID-19, and to take reasonable steps to mitigate the risks you identify. Working Safely guidance sets out a range of mitigations employers should consider including:</p> <ul style="list-style-type: none"> Cleaning surfaces that people touch regularly; Identifying poorly-ventilated areas in the venue and taking steps to improve air flow; Ensuring that staff and customers who are unwell do not attend the workplace or venue; Communicating to staff and customers the measures you have put in place. staff and customers may wish to wear face coverings at busy times / in busy areas as detailed below (from the Risk Assessment) Staff are encouraged to wear a face covering when circulating around the building and when talking face to face with any Customer or work colleague Customers are not expected to wear a face covering but we would encourage them to do so. One way systems can be removed unless they do not impact customer experience / centre security. All Facilities must continue with a recorded record of cleaning tasks and schedules. All Facilities must adjust their sites specific risk assessment and train all changes to their staff; all training must be recorded. Display corporate marketing updated signage around the facility including QR codes Hand sanitizer stations will remain in place throughout the building. InspireAll are a registered test centre and provide free LFT to Staff
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Hazard: Access and Egress

<p>Risk:</p> <ul style="list-style-type: none"> • Pinch areas • Entrances/Exits • Corridors • Waiting areas 	<p>Staff/Customers/Visitors and Contractors</p>	<p>While there are no longer any legal requirements for social distancing, we recommend encouraging customers to keep their distance from each other wherever possible, especially those who have not been fully vaccinated or may be at higher risk or are near people they do not live with. The capacity limits for indoor facilities are no longer in place, but we would again recommend a sensible approach (based on a risk assessment) to prevent overcrowding and allow space for those who wish to maintain some degree of social distancing and to respect personal space.</p>
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Hazard: staff more vulnerable to COVID-19

<p>Risk: Individual risk factors meaning staff more vulnerable to COVID-19</p> <ul style="list-style-type: none"> • Clinically extremely Vulnerable 	<p>Staff/Customers/Visitors and Contractors</p>	<p>Clinically extremely vulnerable people are advised to follow the same guidance as everyone else. However, as someone who is at a higher risk of becoming seriously ill if you were to catch COVID-19, you should think particularly carefully about precautions you can continue to take. These precautions are included in the guidance for the clinically extremely vulnerable.</p>
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Hazard: Office Spaces & Gradual return to work

<p>Risk:</p> <ul style="list-style-type: none"> Lack of air exchange Work Stations Cleaning equipment 	<p>Staff/Customers/Visitors and Contractors</p>	<p>Office spaces</p> <ul style="list-style-type: none"> InspireAll shall follow the principles set out in the working safely guidance. Whilst the Government is no longer instructing people to work from home if they can, the Government would expect and recommend a gradual return over the summer where working from home is not an option. You do not need to stay at a 2 metre distance; however, in order to minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with, and increase close contact gradually. This includes minimising the number, proximity and duration of social contacts. <p>Workstations</p> <ul style="list-style-type: none"> Staff to clean desk, phone, keyboard etc before and after use. (Disinfectant wipes / spray provided) Mangers must communicate the maximum numbers able to occupy space For example if there are 4 Office desks, then the capacity is 4 people If you are able to continue to work back to back and respect peoples personal space
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Hazard: Reception areas

<p>Risk:</p> <ul style="list-style-type: none"> Lack of Perspex screens 	<p>Staff/Customers/Visitors and Contractors</p>	<p>InspireAll have taken steps in line with Health and Safety Executive guidance for COVID-19 secure workplaces Hand sanitization stations will still be present at each entrance of the facility and the Perspex screens will remain in place.</p>
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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 & 	<p>Customers Staff Contractors & Visitors</p>	<p>Ensure stock levels are measured to ensure stock holding does not go below a minimum level.</p> <ul style="list-style-type: none"> Ensuring personal gloves are available to all staff and cleaning equipment is accessible. Wash your hand regularly.
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<ul style="list-style-type: none"> Cleaning equipment Disposal of PPE Touch areas 		<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> <ul style="list-style-type: none"> Staff & Customers 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		
<p>Risk: Lack of Cleaning programmes Children's play equipment Hand dryers & Hair dryers</p>	<p>Customers Staff Contractors & Visitors</p>	<ul style="list-style-type: none"> Deep cleaning schedules must remain in place Regular touch point cleaning to remain in place <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. <li style="background-color: yellow;">Encourage Customers to clean down equipment after use by providing blue roll and D10 spray bottles. Provide gym etiquette signage <p>Continue to clean Children's play equipment this 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>
Hazard: Lack of Cleaning/ communication and recording		
<p>Risk:</p> <ul style="list-style-type: none"> Cleaning schedules Fogger 'Storm back pack machines' Covid-19 suspected outbreaks Chemical Contact time 	<p>Customers Staff Contractors & Visitors</p>	<ul style="list-style-type: none"> Cleaning must continue to be recorded and completed thoroughly. Storm Fogger Back-pack cleaning machines have now been distributed across all contracts. A work instructions has been issued. Training must be delivered to staff using the 'Storm fogger'. D10 suma bac is the chemical that is used to operate this machine although the Vanitorials product can also be use see data sheet for guidance. If sites have confirmed confirmation of a customers or staff member who has been

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		<p>diagnosed with the Covid-19 this must be recorded to SLT as soon as possible and take appropriate cleaning action.</p> <ul style="list-style-type: none"> Government advice should be regularly checked www.gov.uk Some chemicals have 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 Marketing developing new signage to be displayed.
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>	<ul style="list-style-type: none"> Customers should still 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: Pregnancy		
<p>Risk:</p> <ul style="list-style-type: none"> Socialisation Expectant Mothers Wet & Dry Building Activities 	<p>Customers Staff Contractors & Visitors</p>	<p>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.</p> <p>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.</p>
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 	<p>Staff/Customers/Visitors & Contractors</p>	<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>

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<ul style="list-style-type: none"> contact equipment • Disposal of bodily fluids • CPR – Adults/Child & Paediatric • Manikin management 		<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> <p>The Resuscitation Council UK video can be found here:</p> <ul style="list-style-type: none"> • https://www.youtube.com/watch?v=3MY0sRYfsRA <p>This also applies to a drowning casualty.</p> <p>Resuscitation Council UK provide additional guidance for pediatric casualties here: https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p> <p>Please see 5.2.30 Virus Protection and Pandemic Management & Work instruction for more information.</p> <p>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> <p>Stitch must be used to record any Covid-19 symptoms and test results from staff or Customers.</p>
Hazard: Air-handling units		
<p>Risk:</p> <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 	<p>Staff, Customers, Visitors, Contractors</p>	<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>

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		<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 Business Manager will identify which units should be on and which should be switched off</p>
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 	Staff/Customers/Visitors/Contractors	<p>We will continue to ask for Clubs, to produce a written document to confirm what changes they are going to make in order to stay safe within our facilities.</p> <ul style="list-style-type: none"> • The written document must be handed to the Centre 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 Centre 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 Centre Manager must ensure they are adhering to their controls measures when they are using the building.
Hazard: Track, Test & Trace		
<p>Risk:</p> <ul style="list-style-type: none"> • Ignoring signs and symptoms • Not reporting to the NHS • Transmitting to others • Designated isolation area • Signs and symptoms <p>Venue QR Codes</p>	Staff/Customers/Visitors/Contractors	<p style="background-color: yellow;">If you are contacted by 'Track & trace' it is a legal requirement to self-isolate to the period of time they state.</p> <p>Communicate to your Line Manger if we are not feeling well and have signs or symptoms of having coronavirus or have been contracted by track, test and trace</p> <ul style="list-style-type: none"> • 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. • 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 style="background-color: yellow;">When you do not need to self-isolate (August 16th 2021)</p>

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		<p>From 16 August, if you have been fully vaccinated you will be exempt from the requirement to self-isolate if you are a contact of a positive case. You will instead be advised to take a PCR test as soon as possible.</p> <p>If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply:</p> <ul style="list-style-type: none"> You're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS You're under 18 years, 6 months old You're taking part or have taken part in a COVID-19 vaccine trial You're not able to get vaccinated for medical reasons Even if you do not have symptoms, you should still: get a PCR test on GOV.UK to check if you have COVID-19 Follow advice on how to avoid catching and spreading COVID-19 Consider limiting contact with people who are at higher risk from COVID-19 <p>Sign and symptoms of the Covid-19</p> <ul style="list-style-type: none"> 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 <p>Venue QR Codes will remain in place</p>
Hazard: Getting Tested & Self-Isolation		
Risk: Insufficient Guidance <ul style="list-style-type: none"> Not acting on 	Staff/Customers/Visitors and Contractors	When to self-isolate and what to do What is self-isolation?

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<p>government guidance Not using the NHS Covid-19 app</p>		<p>Self-isolation is when you do not leave your home because you have or might have coronavirus (COVID-19). This helps stop the virus spreading to other people. Important - Self-isolation rules have changed. You will not need to self-isolate in certain situations. Information: It's a legal requirement to self-isolate if you are told to by NHS Test and Trace. You could be fined if you do not self-isolate. When to self-isolate Self-isolate straight away and get a PCR test (a test that is sent to the lab) on GOV.UK as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss or change to your sense of smell or taste <p>You should also self-isolate straight away if:</p> <ul style="list-style-type: none"> • you've tested positive for COVID-19 – this means you have the virus • someone you live with has symptoms or tested positive (unless you are not required to self-isolate – check below if this applies to you) • you've been told to self-isolate following contact with someone who tested positive – find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app <p>Information: You may need to quarantine when you arrive in England from abroad. Check the quarantine rules when entering England on GOV.UK When you do not need to self-isolate</p> <ul style="list-style-type: none"> • See test and trace section above • You must not leave your home if you are self isolating.
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Hazard: Building maintenance and Fire control

<p>Risk:</p> <ul style="list-style-type: none"> • Fire Exit routes not 	<p>Staff/Customers/Visitors/Contractors</p>	<p>If you removed fire exit route signage when areas of the building were not being used, ensure all signage has been repositioned when fully opening up the facility.</p>
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identified <ul style="list-style-type: none"> Lack of Fire exit signage Lack of staff training Fire exit and circulation area obstructions Incorrect directional signage Firefighting equipment 		<ul style="list-style-type: none"> Ensure you update your FRA and EAP/PSOPS 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. Daily weekly and monthly equipment checks are being carried out
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Hazard: Getting Tested & Self-Isolation

Risk: Insufficient Guidance <ul style="list-style-type: none"> Not acting on government guidance Not using the NHS Covid-19 app 	Staff/Customers/Visitors and Contractors	<p>If you develop COVID-19 symptoms, self-isolate immediately and get a PCR test, even if your symptoms are mild. You should self-isolate at home while you book the test and wait for the results. You must self-isolate if you test positive. 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. This is the law.</p> <p>You must also self-isolate if you are told to do so by NHS Test and Trace, for example if you have come into contact with someone who has tested positive. This remains the law, regardless of your vaccination status.</p> <p>From 16 August, if you have been fully vaccinated you will be exempt from the requirement to self-isolate if you are a contact of a positive case. You will instead be advised to take a PCR test as soon as possible.</p> <p>If you test positive you will still need to self-isolate regardless of your vaccination status or age.</p> <p>Using the NHS COVID-19 app helps stop the spread of the virus by informing you that you have been in close contact with someone who has since tested positive for coronavirus, even if you don't know each other. The app also allows people to report symptoms, order a coronavirus test and check in to venues using a QR code. To help protect yourself and others, download and use the latest version of the NHS COVID-19 app.</p> <p>PCR tests are used to directly detect the presence of an antigen, rather than the presence of the body's immune response, or antibodies</p>
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		<ul style="list-style-type: none"> https://www.google.com/search?q=pcr+test&rlz=1C1PRFC_enGB833GB833&oq=PCR&ags=chrome.1.69i57j0i433j0i433i457j0i395i402i2j0i395i433i3.3994j1j15&sourceid=chrome&ie=UTF-8 https://www.medicaldevice-network.com/features/types-of-covid-19-test-antibody-pcr-antigen/#:~:text=PCR%20tests%20are%20used%20to,body's%20immune%20response%2C%20or%20antibodies <p>-LFD test The lateral flow tests are used in people who don't have symptoms. These tests are trying to find people who may have no symptoms but are infectious.</p> <ul style="list-style-type: none"> https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/12/NHS-Test-and-Trace_HEE_PC-staff-testing-LFD.pdf <p>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.</p> <ul style="list-style-type: none"> 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
Hazard: Lack of communication of Government guidance & Company information		
Risk: Not working towards step 4 government road	Staff Customers, Visitors and Contractors	As per Government update on 19 th July 2021 2021 spring roadmap - https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021 <ul style="list-style-type: none"> Please refer to the corporate 'Level 4 Re-opening spreadsheet
Hazard: Use of communal areas		
Risk: Staff rooms Kitchen areas	Staff/ Contractors	<ul style="list-style-type: none"> Staff should be mindful of touch points when in communal All communal areas and toilets to be cleaned down regularly, enhanced cleaning

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		regime in place. <ul style="list-style-type: none"> minimising the number, proximity and duration of social contacts
Hazard: Nurseries & Home visits/Gym/ Swimming pool Specific information		
Risk: General operation	Staff/Visitors/Customers/Contractors	Please refer to the corporate 'Level 4 re-opening spreadsheet'

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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	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	12.06.2020
	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	23.06.2020
Review Conducted by:		Sarah Goldsmith	Issue 7	

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		Added disposal of PPE, Safe disposal of bodily fluids, Designated isolation area, Signs and symptoms, Expectant mothers, and touch points	01.07.2020
Reviewed Conducted by:	Sarah Goldsmith	Issue 8 Updated First Aid on delivering rescue breaths Added fire risk Added Centre Guidance link	10.07.2020
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 poster in staff areas	15.07.2020
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	4.08.2020
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.	14.08.2020
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

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	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 <ul style="list-style-type: none"> • 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. • Government 'Tier System' the meaning of each tier • Uni-Wipes – cleaning of gym equipment Ph neutral 	14.10.2020
	Review Conducted by:	Sarah Goldsmith	Issue 15 <ul style="list-style-type: none"> • Added face covering to be worn by staff entering and circulating around the building. Customers to be encourage to wear a face covering but not when exercising. • 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, added new tier 4 	17.12.2020

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	Review Conducted by:	Sarah Goldsmith	Issue 16 Created lock-down risk assessment. Building management	04.01.2021
	Review Conducted by:	Sarah Goldsmith	Issue 17 Add building maintenance and fire control Added information on PCR Tests and LFD test Added link from Government update mid feb on new road map	08.03.2021
	Review Conducted by:	Sarah Goldsmith	Issue 18 Added Staff wearing a face covering when entering in to the building and when circulating around the building. Customers to be encouraged to wear face covering but not when exercising Added - a section 'Reception areas' highlighted yellow Added about ensuring stock levels don't go below a minimum	07.05.2021
	Review Conducted by:	Sarah Goldsmith	Issue 19 Gov.uk Coronavirus roadmap step 4 Added and reworded sections highlighted in yellow Referring to Step 4 Reopening spread sheet	19.7.21
	Review Conducted by:	Sarah Goldsmith	Issue 20 Added Government guidance from 16 th August on what to do if you are contacted by NHS track and trace but have been fully vaccinated.	25.8.21