

Facility: InspireAll	Date: 24/6/22	Review Date: On going
Risk Assessment: COVID-19		

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"> • Lack of Cleaning schedules • Lack of hand sanitation stations • Perspex screens 	<p>Staff Customers, Visitors and Contractors</p>	<p>InspireAll have a legal duty to manage risks to those affected by their business. Carrying out a health and safety risk assessment, 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; continue deep cleaning regimes • 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. • Hand sanitizer stations will remain in place throughout the building in various locations and Perspex screens at reception areas.

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Hazard: Access and Egress

<p>Risk:</p> <ul style="list-style-type: none"> Pinch areas Entrances/Exits Corridors/Circulation areas 	<p>Staff Customers, Visitors and Contractors</p>	<p>While there is no longer any legal requirements for social distancing, customers may wish 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. InspireAll & Family Support Services staff and customers may wish to use a face covering when circulating around the building.</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, if you are someone who is at a higher risk of becoming seriously ill if you were to catch COVID-19, you should think particularly carefully about additional precautions you can continue to take personally.</p> <p>The Government and UKHSA will continue to communicate to people most vulnerable to COVID-19 about available clinical interventions, including vaccination and treatments, and also testing and public health advice.</p> <p>SLL encourage employees to get the recommended government covid jabs and to inform us immediately of any illness' they have especially if it is covid related.</p>
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Hazard: Office Spaces & Gradual return to work

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<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"> • As of 19th January 2022 you are no longer required to work from home. • InspireAll and Family Support Services to encourage staff to be respectful of people's personal space. <p>Family Support/Nursery's</p> <ul style="list-style-type: none"> • Staff may wish to continue with a safe distance when in close contact with others they do not normally meet. • Staff and Customers may wish to wear a face covering when circulating around a building/home visiting or close contact. • No longer ask fully vaccinated close contacts and those under the age of 18 to test daily for 7 days. <p>Workstations</p> <ul style="list-style-type: none"> • Staff returning to work should clean their desk, phone, keyboard etc before and after use. • Complete a new DSE risk assessment. <p>Hybrid working Where your role allows, and agreement from your line manager; some roles maybe able to work from home. (See hybrid working policy)</p>

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Hazard: Reception areas

<p>Risk:</p> <ul style="list-style-type: none"> Lack of Perspex screens Lack of hand sanitisation 	<p>Staff Customers, Visitors and Contractors</p>	<p>Hand sanitisation stations will still be present at each entrance of the facility and the Perspex screens will remain in place for the time being.</p> <ul style="list-style-type: none"> Customers and Staff may wish to wear a face covering when entering a building (reception areas) and when circulating around a building. Staff are encouraged to respect people personal space.
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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>Staff Customers, Visitors and Contractors</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 protective gloves are available to all staff and cleaning equipment is accessible. Encourage staff to wash your hand regularly. Staff & Customers must be mind-full of all touch surfaces they come into contact with, handrails doors, and surfaces once touched we would encourage you to wash your hands thoroughly
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Hazard: Cross contamination

<p>Risk:</p> <ul style="list-style-type: none"> Lack of Cleaning programmes Children's play equipment Hand dryers & Hair dryers 	<p>Staff Customers, Visitors and Contractors</p>	<ul style="list-style-type: none"> Deep cleaning schedules should 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 Hand washing posters on the display within the toilets to encourage people to wash their hands. Encourage Customers to clean down the gym equipment after use by providing blue
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		roll and D10 spray bottles. Provide gym etiquette signage. Continue to clean Children's play equipment this should be washed at every opportunity especially if the toy is being played with by more than one child. All play equipment must be disinfected throughout the day.
Hazard: Lack of Cleaning/ communication and recording		
Risk: <ul style="list-style-type: none"> • Cleaning schedules • Fogger 'Storm back pack machines' • Covid-19 suspected outbreaks • Chemical Contact time 	Staff Customers, Visitors and Contractors	<ul style="list-style-type: none"> • Cleaning must continue to be recorded and completed thoroughly. • Storm Fogger Back-pack cleaning machines have been distributed across all contracts. A work instruction 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 diagnosed with the Covid-19 this must be reported to SLT • '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.
Hazard: Centre's taking Cash payment		
Risk: <ul style="list-style-type: none"> • Lack of other payment methods 	Staff Customers, Visitors and Contractors	<ul style="list-style-type: none"> • Customers may wish to make payments via debit or credit card or payment in advance. • If cash handling is the only method for some customers, receptionist should wash their hands regularly
Hazard: Pregnancy		
Risk: <ul style="list-style-type: none"> • Socialisation • Expectant Mothers • Wet & Dry Building 	Staff Customers, Visitors and Contractors	Staff that have informed you of a pregnancy must have a separate risk assessment carried out for them, this risk assessment can be found on corp docs Health & Safety Tool Box. Relevant staff should have training on how to complete the risk assessment

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Activities		
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 • CPR – Adults/Child & Paediatric • Manikin management 	<p>Staff Customers, Visitors and 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. 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. Following guidance from Resuscitation Council UK (RCUK) and European Resuscitation Council (ERC), and RLSS UK.</p> <p>Changes as from 1st July 2022</p> <ul style="list-style-type: none"> • CPR in general – Trained persons are now advised to open airway and check breathing as per staff’s qualifications. • CPR Adult Sudden Collapse - Go back to doing 30 Chest Compressions to 2 Breaths as long as you have a pocket mask with one way valve and filter on it. If Pocket Mask is delayed do Chest Compressions only until it arrives and then do 30:2 • All other First Aid Treatment staff should be wearing gloves and face mask (This allows us to protect staff) Aprons are no longer required. <p>Training requirements and courses</p> <ul style="list-style-type: none"> • For training and courses you will be provided with your own lungs for the use of manikins; these will be replaced every 6 months (This is the normal now and never going back to what we did before) • Manikins still need to be cleaned thoroughly between candidates. (Suma Bac / D10 spray etc) • No Aprons required • No Face Masks needed unless demonstrating treatment for First Aid in Staff Training Sessions only. (Not courses or assessments for qualifications) <p>The Resuscitation Council UK video can be found here:</p> <ul style="list-style-type: none"> • https://www.youtube.com/watch?v=3MY0sRYfsRA

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		<p>This also applies to a drowning casualty. 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>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.</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 and 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.</p> <ul style="list-style-type: none"> PPE must be worn at all times whilst working on the A/C and Air –handling units.' All filter cleans must be recorded and logged. A risk assessment should be created to identify any areas in your building that does not have any fresh air exchange or has a low exchange of fresh air, any air-con units not in use should be switched off. Fresh air can be provided from: <ul style="list-style-type: none"> Opening windows and door (passive) Mechanical exchanged via air –handling and air-con units Identify in each area if it is passive or mechanical air exchange <p>If you believe any of your AHU's are not operating correctly you must contact the FM team who will assist you.</p>
Hazard: Getting tested self-isolation and Track, Test & Trace		
<p>Risk:</p> <ul style="list-style-type: none"> Ignoring signs and symptoms Transmitting to others 	<p>Staff Customers, Visitors and Contractors</p>	<p>You must communicate to your Line Manger if we are not feeling well and have signs or symptoms of having coronavirus.</p> <p>What the removal of self-isolation rules means for our workforce From 24 February, you are no longer legally required to self-isolate following a positive test. If</p>

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<ul style="list-style-type: none"> Signs and symptoms 		<p>you are not fully vaccinated, you no longer need to self-isolate if you come into close contact with someone with COVID-19.</p> <p>The legal requirement to self-isolate in these circumstances is being replaced with government advice to individuals who test positive to:</p> <ul style="list-style-type: none"> Stay at home and avoid contact with other people for at least five full days; at the end of this period, take two coronavirus tests results on consecutive days (which can be the fifth and sixth days); and return to their normal routine once they have two negative tests, as long as they do not have a temperature. (Please refer to HR's brief) <p>Sign and symptoms of 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.
Hazard: Building maintenance and Fire control		
<p>Risk:</p> <ul style="list-style-type: none"> Unmaintained buildings/ obstructions Incorrect directional signage Unmaintained equipment 	<p>Staff Customers, Visitors/and Contractors</p>	<p>To continue to manage building operations of maintenance</p> <ul style="list-style-type: none"> Daily/weekly/monthly checks and inspections of equipment, Firefighting equipment, fire doors and fire exits checks complete scheduled fire drills and training to ensure your process works Update EAP's on fire routes/exits and directional routes To continue to send the weekly Covid-19 table to the FM support Manager

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Hazard: Lack of communication of Government guidance & Company information

<p>Risk: Lack of understanding /communication</p>	<p>Staff Customers, Visitors and Contractors</p>	<p>From 24 February the Government will:</p> <ul style="list-style-type: none"> Remove the legal requirement to self-isolate following a positive test. Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days and then continue to follow the guidance until they have received 2 negative test results on consecutive days. No longer ask fully vaccinated close contacts and those aged under 18 to test daily for 7 days, and remove the legal requirement for close contacts who are not fully vaccinated to self-isolate. End self-isolation support payments, national funding for practical support and the medicine delivery service will no longer be available. End routine contact tracing. Contacts will no longer be required to self-isolate or advised to take daily tests. End the legal obligation for individuals to tell their employers when they are required to self-isolate. <p>From 24 March, the Government will:</p> <ul style="list-style-type: none"> Remove the COVID-19 provisions within the Statutory Sick Pay and Employment and Support Allowance regulations. <p>From 1 April, the Government will:</p> <ul style="list-style-type: none"> Update guidance setting out the ongoing steps that people with COVID-19 should take to minimise contact with other people. This will align with the changes to testing.
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		<ul style="list-style-type: none"> No longer provide free universal symptomatic and asymptomatic testing for the general public in England. Consolidate guidance to the public and businesses, in line with public health advice. Remove the health and safety requirement for every employer to explicitly consider COVID-19 in their risk assessments. Replace the existing set of 'Working Safely' guidance with new public health guidance. Please also refer to the Coronavirus Update sent out by the HR Director
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 areas All communal areas and toilets to be cleaned down regularly, enhanced cleaning regime should remain in place.
Hazard: Nurseries & Home visits/Gym/ Swimming pool Specific information		
Risk: General operation	Staff/Visitors/Customers/Contractors	<ul style="list-style-type: none"> Staff may wish to wear a face covering when circulating around a building or when entering into someone's home (Home visits) or when in close contact with others they do not normally meet. To continue with encouraging gym users to wipe down equipment after use and provide cleaning equipment To continue to clean floatation devices for swimming lesson etc. as per the covid cleaning regime <p>Swimming teachers to go back to teaching from in the pool and not just from the poolside</p>

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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

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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	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. 	17.12.2020

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		<ul style="list-style-type: none"> • Travel corridor update highlighted in yellow • Outbreak classification from (2) to now (5) • Identified what 'tier' sites are in, added new tier 4 	
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

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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
Review conducted by	Sarah Goldsmith	Issue 21 Removed 100% fresh air ventilation requirements. Replaced with ensuring all areas of the building have fresh air flows (passive or mechanical) Added - Create an individual risk assessment to identify the risks & controls you will be putting in place for the extremely vulnerable person	04.11.21
Review conducted by	Sarah Goldsmith	Issue 22 Added highlighted in yellow Air ventilation requirements Governments updated from 30 th nov 21 New variant (Omicron) International travel	3.12.21

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Review conducted by	Sarah Goldsmith	Issue 23 Added guidance from 10 th dec re: face coverings Added guidance from 13 th Dec Office workers who can work from home	9.12.21
Review conducted by	Martin Smith	Issue 24 Added update covering reduced self-isolation to 7 days if proven by 2 negative LFT tests.	22.12.21
Review conducted by	Sarah Goldsmith	Issue 25 Added changes to isolation to 6 days if proven by 2 negative LFT tests. Added guidance for living in the same household as someone with COVID-19 Added January government updates	20.1.22
Review conducted by	Sarah Goldsmith	Issue 26 Changed wordings throughout the RA. Updated government guidance. All changes highlighted in yellow	24.2.22
Review conducted by	Sarah Goldsmith	Issue 27 Updated First Aid section changes from 1 st July 2022	24/6/22