

Risk Assessment Form – Covid-19 Pandemic Staff and Staff Areas

Reference:

RA 6.23



Centre: **All Facilities**

Site Manager: **All Managers**

Implementation Date: **22nd June 2020**

Peron/s Carrying out RA: **Paul Metcalfe**

People at Risk: **Staff, Customers, Contractors**

Review Date: **Ongoing**

Additional Information: **This risk assessment is aimed at reducing the risk of contracting Covid-19 upon opening facilities post government lockdown.**

Existing task specific risk assessments and guidance provided by the government/Public Health England.

Government/Public Health England Advice: <https://www.gov.uk/coronavirus>

HSE Advice: www.hse.gov.uk/news/coronavirus.htm

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6.23.1 Keeping Up to Date with Official Guidance							
	Lack of up to date information regarding the virus.	Exposure to live virus resulting in contracting Coronavirus. Exacerbation of existing medical conditions.	High	Attendance at Covid-19 clinics, webinars and other CPD by SMT. Regular review of NGB Guidance Following advice and guidance from the UK government. Following advice and guidance from industry bodies such as CIMSPA, UK Active, RLSS, PWTAG. Reviewing Best Practice examples Covid-19 response team established (SMT) and meet regularly to share information and			Low

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				<p>feed into the risk assessment process.</p> <p>Government and NHS website regularly checked for updates by members of ELT.</p>			
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6.23.2	Staff Planning						
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	<p>Possible transmission of Covid-19 due to staff being in work when not necessary.</p> <p>Possible transmission of Covid-19 due to staff coming into increased contact with one another.</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Staff audit completed to determine roles that can be undertaken from home and those that are essential to be physically within the building.</p> <p>Minimum staffing levels identified within each service area.</p> <p>Remote working is encouraged where possible.</p> <p>Remote access systems in place for remote workers along with any office chairs and equipment that may be required.</p> <p>Staff levels per shift kept to a minimum to maintain safety standards, increased hygiene requirements and to allow the facility to operate effectively.</p> <p>Business related travel is restricted to essential office staff only.</p> <p>Staff discouraged from car sharing unless absolutely essential or from the same household.</p> <p>Drop off zones for deliveries identified.</p>			Low
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				Movement of equipment between facilities minimised.			
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6.23.3	High Risk Employees (as defined by the Government)						
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	Employees who are a higher risk of contracting Covid-19.	Exposure to live virus resulting in contracting Coronavirus. Exacerbation of existing medical conditions.	High	<p>Prior to returning to work, all staff sent a questionnaire asking them to identify any concerns that they may have in relation to returning.</p> <p>Any concerns raised are followed up with a phone call from a Manager, providing a one to one opportunity to raise and discuss issues and invite suggestions and ideas.</p> <p>Individual risk assessments completed with staff identified as having an increased risk to assess whether, when and how they can return to work.</p> <p>Government guidance followed.</p> <p>HR advice taken where appropriate.</p> <p>Home working arranged as appropriate.</p> <p>Where clinically vulnerable staff cannot work from home and are required to be in a facility, they are reminded to socially distance and work as remotely as possible from other people.</p> <p>Social distancing and good hygiene measures encouraged.</p>			Low
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				<p>HR advises on those requiring to continue to isolate as per government guidelines.</p> <p>Phased opening plan that takes into account vulnerable staff not being able to return to the workplace.</p>			
6.23.4	Staff presenting symptoms whilst in the workplace.						
	Staff continuing to work if feeling unwell or presenting Covid-19 symptoms.	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions</p>	High	<p>Clear guidance in place that staff must self-isolate if they (or a member of their household) feel unwell and have Covid-19 symptoms in accordance with NHS advice.</p> <p>Staff with symptoms to arrange to be tested and inform the Manager of results once received.</p> <p>Training and information prior to re-opening for staff to ensure that they are clear about what to do if they or a member of their household is exhibiting Covid-19 symptoms.</p> <p>Staff required to confirm at the start of each shift that they (and members of their household) are feeling well and free of Covid symptoms and have not been notified by Test and Trace that they have been in contact with someone who has symptoms.</p> <p>Efforts made to enable self-isolating staff to complete</p>			Low

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				<p>duties or CPD whilst working from home.</p> <p>Government/NHS guidance followed: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>HR disciplinary process to deal with non-compliance.</p>			
6.23.5	Staff Behaviour						
	Staff in workplace increase risk of community transmission.	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Staff practice social distancing where practical.</p> <p>Clear policy that social distancing applies to everyone in the workplace.</p> <p>Risk Assessment for tasks that require more than one person to complete.</p> <p>All senior managers conversant with social distancing requirements and lead from the front as role models.</p> <p>Duty Managers and line managers are trained in the requirements and their role in acknowledging good practice and taking action to ensure compliance.</p>			Low

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				<p>Training is delivered to all staff to ensure understanding of what is required and why.</p> <p>All staff are encouraged to challenge anyone who is not observing social distancing protocols.</p> <p>Reinforcement message refreshed in staff briefings, work instructions, signage, website, social media.</p> <p>Staff from the same household to observe social distancing whilst at work to avoid misunderstanding from third parties and perception that rules are not being adhered to.</p>			
6.23.6	Workspace Hygiene						
	Poor workspace hygiene leading to increased risk of transferring the virus.	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Information posters, advisory notices and staff training in good hygiene practice in line with government guidance.</p> <p>Deep clean completed prior to opening.</p> <p>Revised cleaning plan and monitoring regime in place.</p> <p>All staff instructed on personal hygiene as part of their return to work.</p> <p>Hand sanitiser at key points throughout the facility on top of handwashing facilities.</p>			Low

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				<p>Training delivered to all staff in cleaning tasks.</p> <p>Hand shaking and close personal greetings are not permitted.</p>			
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6.23.7	Office based and contact centre staff
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	<p>Possible transmission of Covid-19 through poor hygiene and lack of social distancing in office areas.</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Office staff work from home wherever possible.</p> <p>If not possible, staff alternate days/shifts to keep numbers in the office to a minimum.</p> <p>Workstations arranged to ensure separation meets minimum social distancing requirements.</p> <p>Additional workstations utilised where staff are working from home.</p> <p>Workstations arranged for staff to work back to back or side to side rather than face to face.</p> <p>Where face to face is the only option, screens are put up to separate workstations.</p> <p>Separation markings positioned on office flooring.</p> <p>Where practical, one way systems are implemented in the office and walkways minimise close distance passing.</p>			Low
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			High	<p>Workstations assigned to individuals.</p> <p>Hot desking is discouraged, but where necessary, workstation cleaning and sanitisation is undertaken between users, to include keyboards, mouse, calculators, mouse etc.</p> <p>All pens and pencils removed from the desk and kept individually for the workstation user.</p> <p>Hand sanitiser is available.</p> <p>Offices are kept well ventilated with windows open where possible.</p> <p>Good practice social distancing and hygiene promoted in office areas.</p> <p>Contact Centre staff have their own headsets.</p>			Low
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6.23.8	Staff Rooms and Staff Changing Areas						
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	Possible transmission of Covid-19 through poor hygiene and lack of social distancing in staff rooms.	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Where practical, additional staff room facilities and staff changing freed up through non opening of Dryside changing areas and other areas of the building.</p> <p>Break times staggered to keep numbers in rooms to a minimum.</p> <p>Social distancing maintained by reconfiguring tables and chairs</p>			Low
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				<p>and reducing numbers permitted in the staff room.</p> <p>Social distancing markings in place.</p> <p>Prominent signage informing staff of maximum capacity in changing and staff rooms.</p> <p>Where practical, staff are encouraged to take their rest break outside, whilst maintaining social distancing.</p> <p>Staff encouraged to leave personal items in lockers to avoid the need to keep returning to the staff room.</p> <p>Staff are instructed to wash hands for at least 20 seconds with soap and water before using a kettle, microwave, opening a fridge etc.</p> <p>Enhanced cleaning regime extends to the staff room.</p> <p>Prominent signage displayed to remind staff of good hygiene procedures.</p>			
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6.23.9	Qualifications past expiry date						
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	Lifeguard qualification past expiry date.	Staff are not deemed to be competent to undertake their roles.	High	<p>Training Manager arranging renewal at earliest opportunity.</p> <p>Lifeguard NPLQ</p>			Low
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	First Aid Qualification past expiry date			<p>Lifeguards complete the free online training modules prior to return to duties to continue their ongoing training.</p> <p>Competency test completed prior to re-opening.</p> <p>Ongoing competency tests undertaken each month.</p> <p>RLSS expiry date extended and Lifeguard not permitted to work until re-qualified.</p> <p>Lifeguard qualification checks undertaken and where qualification falls outside of extension period and is out of date, lifeguard not permitted to work as a lifeguard until re-qualified.</p> <p>RLSS guidance followed.</p> <p>First Aid at Work</p> <p>Online opportunities for refresher and revalidation utilised</p> <p>Rotas reviewed to ensure there are always sufficient first aiders available within the facility with qualifications in date.</p> <p>HSE advised extension to qualification expiry until 30th September.</p> <p>Pool Plant</p>			
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	PPO qualification past expiry date.			<p>Online opportunities for revalidation utilised.</p> <p>Refresher pool plant induction completed by General Manager for individual to demonstrate competency.</p>			
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6.23.10	Provision of First Aid						
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	Illness or injury requiring first aid	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>First Aid trained personnel available during all opening hours.</p> <p>First Aiders to use disposable gloves for all treatments.</p> <p>Regular checks resumed prior to opening to ensure first aid equipment is fit for purpose and in date.</p> <p>First Aiders should cover any open wounds.</p> <p>Self-treatment encouraged where appropriate.</p> <p>PPE to be worn when providing first aid (water resistant face mask, disposable apron, disposable gloves and face shield)</p> <p>Casualties to wear face mask/cover mouth where appropriate.</p> <p>Contact with casualty's face minimised.</p>			Low
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				<p>First Aiders not to provide rescue breaths for adult sudden collapse.</p> <p>First Aiders to provide rescue breaths to paediatrics and suspected drowning casualties.</p> <p>Sufficient protective face shields available with a defibrillator.</p> <p>Immediate responder first aiders identified and issued with their own supply of equipment to include 1x water resistant face masks, basic face mask disposable apron, disposable gloves, eye protection and face shield.</p> <p>Equipment to be stored in bum bags and worn at all times away from pool duties.</p> <p>Soiled dressings to be disposed of safely in the normal manner, unless a known case of Covid-19 has been identified, in which case should be treated as biohazard waste and bagged and collected accordingly.</p> <p>PPE to be disposed of as if general waste.</p> <p>First Aiders wash hands before and after administering first aid.</p> <p>First Aiders to report to line manager if they develop Covid-19 symptoms.</p>			

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6.23.11 CPR training							
	Possible transmission of Covid-19 through poor hygiene.	Exposure to live virus resulting in contracting Coronavirus. Exacerbation of existing medical conditions.	High	Only compressions practiced during training Compressions and rescue breaths demonstrated during a qualification course. If rescue breaths are carried out, lungs/airways to be replaced and disposed of safely, face and mouth of manikin wiped with disinfectant wipes after each use, with wipes that are disposed of safely after use. Manikin face thoroughly washed with disinfectant at the end of each session. RLSS and Resus Council guidance followed.	.		Low
6.23.12 Pool Rescue							
	Illness or injury requiring rescue from water.	Exposure to live virus resulting in contracting Coronavirus. Exacerbation of existing medical conditions.	High	Rescue procedures in conjunction with RLSS guidance to minimise contact with casualties. To maximise the distance between the rescuer and the casualty, lifeguards are: Encouraged to use equipment in the first instance to perform a rescue	.		Low

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				<p>Where possible rescue all conscious casualties using rescue equipment</p> <p>Use an extended arm tow to rescue unconscious casualties</p> <p>Keep the casualty facing away where possible</p> <p>Keep the casualty at arm's length away (as a minimum)</p> <p>Get the casualty to the poolside as quickly as possible</p> <p>Hand over quickly to lifeguards/trained staff on poolside wearing PPE, to include protective eye goggles due to the higher risk of contamination from water being expelled from the lungs</p> <p>Rescue breaths in the water are not to be given</p> <p>Spinal rescues are be performed whilst maintaining as much distance as possible and facing away from the casualty where possible</p> <p>Lifeguards undertaking assisted lifts to wear PPE and lift the casualty out of the water with their face turned away from them.</p> <p>Staff to demonstrate competency prior to re-opening.</p>			
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6.23.13	Staff Stress/Mental Wellbeing						
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	Staff concerned on returning to work following lockdown and entering the facility with numerous other people.	Exposure to live virus resulting in contracting Coronavirus. Exacerbation of existing medical conditions.	High	Virtual coffee mornings have taken place with Managers. Questionnaire distributed to staff to assess main concerns in relation to returning to work. Return to work chats to be completed with staff prior to opening. Staff training in specific Covid-19 control measures. Staff sent video as to safety precautions implemented. Staff to be trained in updated NOP/EAP Individual risk assessments undertaken where concerns are raised about an employee returning to work and additional control measures discussed. Occupational Health Service available.			Low
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6.23.14	Personal Protective Equipment						
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	Possible transmission of Covid-19 where 2m social distancing guidelines cannot be maintained.	Exposure to live virus resulting in contracting Coronavirus. Exacerbation of existing medical conditions.	High	Supply of PPE on site - disposable gloves, rubber gloves, disposable aprons, basic face mask, water resistant face mask, goggles and face shield			Low
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	<p>Spread of virus due to insufficient cleaning and hygiene arrangements</p> <p>Spread of virus as a result of touching contaminated touch points/shared items</p>			<p>Staff to be trained as to how to correctly put on and take off PPE.</p> <p>PPE available for staff groups and roles in relation to government guidance.</p>			
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6.23.15	Equality						
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	Discrimination of staff due to inappropriate covid-19 measures.	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p> <p>Discrimination claim.</p>	High	<p>Government Guidance Followed</p> <p>Individual assessments with all staff.</p> <p>Reasonable adjustments are made to accommodate staff who fall under Equality Act</p> <p>Disabled use is prioritised in changing rooms, lifts and toilets.</p>			Low
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Risk Assessment Review – Staff and Staff Areas During COVID-19 Pandemic.		
<p><u>Reason for review:</u></p> <p>Government Control Measures for COVID-19 Pandemic 2020</p>	<p>Approved by: Head of Operations</p> <p>Name: PAUL METCALFE</p> <p>Signature: <i>P A Metcalfe</i></p>	<p>Review Date: Ongoing</p>
<p><u>Changes From Last Review</u></p> <p>Updated to reflect 1 metre plus guidance.</p>		

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